

Magnetic Tape/Cartridge/Diskette Specifications for Annual W-2 Reporting

Use these specification if you plan to file annual W-2 information on nine-track tape or IBM-compatible 3480 magnetic cartridges. You may also use these specifications if you plan to file on 3 1/2" diskette(s), but be sure to follow the diskette technical requirements in Section VII.

Record Name: Code A - Transmitter Record

Length = 275

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "A."
2-5	Payment Year	4	Required. Enter "2000."
6-14	Transmitter's Employer Identification Number	9	Enter only NUMERIC characters. Omit hyphens, prefixes, and suffixes. This FEIN should match the FEIN on the Code B record and the FEIN on the Number (FEIN) file's external label.
15-22	Blank	8	Enter blanks.
23	Foreign Address Indicator	1	If the information shown in positions 74-163 is for a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise, enter a blank.
24-73	Transmitter Name	50	Enter the name of the organization which is transmitting this file. Left justify and fill with blanks.
74-113	Street Address	40	Enter the street address of the organization transmitting the file. Left justify and fill with blanks.
114-138	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
139-140	State	2	Use a standard FIPS postal abbreviation. For a foreign address enter blanks.
141-153	Blank	13	Enter blanks.
154-158	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in the next field (positions 159-163).
159-163	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 159. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in the previous field (positions 154-158); left justify and fill with blanks. If this field is not applicable, enter blanks.
164--275	Blank	112	Enter blanks.

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Record Name: Code B - Basic Information Record

Length = 275

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "B."
2-5	Payment Year	4	Required. Enter "2000."
6-14	Transmitter's Employer Identification Number (FEIN)	9	Enter only NUMERIC characters. Omit hyphens, prefixes, and suffixes. This FEIN should match the FEIN on the Code A record and the FEIN on the Number (FEIN) file's external label.
15-22	Computer	8	Enter the manufacturer's name. Left justify and fill with blanks.
23-24	Internal Labeling	2	Enter the appropriate abbreviation: SL=Standard Label; NS=Nonstandard; NL=No Label.
25	Blank	1	Enter a blank.
26-27	Density	2	("08"=800;"16"=1600 BPI; "62"=6250 BPI for Tape) ("38"=38000 CPI for Cartridge), ("00" for Diskette)
28-30	Recording Code (Character Set)	3	Enter "EBC" for EBCDIC; "ASC" for ASCII. If another recording code is used, enter first three letters.
31-145	Blank	115	Enter blanks.
146	Foreign Address Indicator	1	If the information shown in positions 191-262 is a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise enter a blank.
147-190	Organization Name	44	Enter the name of the organization to which annual filing instructions should be sent and to which the file should be returned if it cannot be processed. Left justify and fill with blanks. Show the mailing address of the organization in positions 191-262.
191-225	Street Address	35	Enter the street address for the organization in positions 147-190. Left justify and fill with blanks.
226-245	City	20	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
246-247	State	2	Use a standard FIPS postal abbreviation. For a foreign address enter blanks.
248-252	Blank	5	Enter blanks.
253-257	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in the next field (positions 258-262).

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Record Name: Code B - Basic Information Record (continued)

Length = 275

Location	Field	Length	Description & Remarks
258-262	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 258. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in the previous field (positions 253-257); left justify and fill with blanks. If this field is not applicable, enter blanks.
263-275	Blank	13	Enter blanks.

Record Name: Code E - Employer Record

Length = 275

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "E." Generate a new Code E record whenever the information in any field on this record needs to be changed.
2-5	Payment Year	4	Required. Enter "2000."
6-14	Employer's Identification Number	9	Enter only numeric characters. Omit hyphens, prefixes, and suffixes.
15-23	Blank	9	Enter blanks.
24-73	Employer Name	50	Left justify and fill with blanks.
74-113	Street Address	40	Left justify and fill with blanks.
114-138	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
139-140	State	2	Use a standard FIPS postal abbreviation. For a foreign address enter blanks
141-148	Blank	8	Enter blanks.
149-153	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 149. If this is a foreign address, use this field as necessary for overflow for the Foreign Postal Code begun in positions 154-158; left justify and fill with blanks. If this field is not applicable, enter blanks.

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Record Name: Code E - Employer Record (continued)

Length = 275

Location	Field	Length	Description & Remarks
154-158	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 149-153 above.
159	Name Code	1	Use "S" if the surname appears first in the employee name field (positions 11-37) of the following Code S records. Enter "F" if the first name appears first in the employee name field of the following Code S records. This code may vary with each Code E record as long as the name format on the associated Code S records remains consistent with this name code.
160	Type of Employment	1	Not required.
161-162	Block Size	2	Not required.
163-166	Establishment Number	4	Not required.
167-255	Blank	89	Enter blanks.
256	Foreign Address Indicator	1	If the information shown in positions 74-158 is a foreign address (for example, outside of the U.S. and U.S. territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise enter a blank.
257	Blank	1	Enter a blank.
258-266	Other EIN	9	Not required.
267-275	Blank	9	Enter blanks.

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Record Name: Code S - Supplemental (State) Record

Length = 275

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "S."
2-10	Social Security	9	Enter the employee's Social Security Number. If not available, enter the letter "I" in position 2 and blanks in positions 3-10.
11-37	Employee Name	27	Enter employee's name. Left justify and fill with blanks.
38-77	Street Address	40	Left justify and fill with blanks.
78-102	City	25	Left justify and fill with blanks. For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name.
103-104	State	2	Use the standard FIPS postal abbreviation. For a foreign address enter blanks.
105-112	Blank	8	Enter blanks.
113-117	ZIP Code Extension	5	Use this field as necessary for the four digit extension of the ZIP Code, being sure to include the hyphen in position 113. If this is a foreign Postal address, use this field as necessary for overflow for the Foreign Postal Code in positions 118-122; left justify and fill with blanks. If this field is not applicable, enter blanks.
118-122	ZIP Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with blanks. If necessary, continue the Foreign Postal Code in positions 113-117 above.
123	Blank	1	Enter a blank.
124-125	State Code	2	Not required.
126-127	Optional Code	2	Not required.
128-133	Reporting Period	6	Not required.
134-142	State Quarterly Unemployment Insurance Total Wages	9	Not required.
143-151	State Quarterly Unemployment Insurance Total Taxable Wages	9	Not required.

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Record Name: Code S - Supplemental (State) Record (continued)

Length = 275

Location	Field	Length	Description & Remarks
152-153	Number of Weeks Worked	2	Not required.
154-159	Date First Employed	6	Not required.
160-165	Date of Separation	6	Not required.
166-170	Taxing Entity Code	5	Not required.
171-182	State Employer Account Number	12	Left justify and fill with blanks. Use Tax Registration Number assigned by the Connecticut Department of Revenue Services.
183-188	Blank	6	Enter blanks.
189-190	State Code	2	Enter the appropriate FIPS postal NUMERIC code.
191-199	State Taxable Wages	9	Right justify and zero fill.
200-207	State Income Tax Withheld	8	Right justify and zero fill.
208-217	Other State Data	10	Not required.
218	Tax Type Code	1	Not required.
219-223	Taxing Entity Code	5	Not required.
224-232	Local Tax Wages	9	Not required.
233-239	Local Income Tax Withheld	7	Not required.
240-246	State Control Number	7	Not required.
247-275	Blank	29	Enter blanks.

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Record Name: Code T - Total Record

Length = 275

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "T."
2-8	Number of Employees	7	Enter the total number of S records reported since the last Code E record. Right justify and zero fill.
9-21	State Taxable Wages	13	Enter the total for all Code S records reported since the last Code E record. Right justify and zero fill.
22	Blank	1	Enter a blank.
23-34	State Income Tax Withheld	12	Enter the total for all Code S records reported since the last Code E record. Right justify and zero fill.
35-275	Blank	241	Enter blanks.

Record Name: Code F - Final Record

Length = 275

The Code F record **MUST** be the last data record on the tape/cartridge/diskette file, appearing only once, after the last Code T record. DRS does not process any data recorded after the Code F record.

Location	Field	Length	Description & Remarks
1	Record Identifier	1	Constant "F."
2-8	Number of Employees	7	Enter the total number of Code S records recorded on the entire file.
9	Blank	1	Enter a blank.
10-25	State Taxable Wages	16	Enter the grand total of all Code S records on this file. Right justify and zero fill.
26	Blank	1	Enter a blank.
27-42	State Income Tax Withheld	16	Enter the grand total of all Code S records on this file. Right justify and zero fill.
43-275	Blank	233	Enter blanks.